Kavango East Regional Council

DIVISION: AUDIO VISUAL AND PRINT MEDIAS

Request for Sealed Quotations for Goods

Procurement of Stationaries for MICT

Procurement Reference No: ***G/RFQ/KERC-MICT/022/09/2025/2026***

P.O. Box 2083, Rundu, Tel: 066 - 255021

Fax No: N/A

BIDDER'S NAME	
CONTACT NUMBER	
TOTAL BID AMOUNT (N$)	

KAVANGO EAST REGIONAL COUNCIL

Tel.: 066 – 255021
Cell: 0811433030
E-mail: Joseph.Rumwagharo@mict.gov.na

Private Bag 2083
Rundu
NAMIBIA

Enquires: Mr. J. Rumwagharo

Letter of Invitation

26/02/2026

Dear Sir, Madam

Request for Quotations for Stationaries for MICT Rundu

The Kavango East Regional Council (MICT) invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to *Mr. Joseph Rumwagharo Tel: 066 – 255021, Ministry of Information and Communication Technology, Kavango East Regional Council.*

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

.....
Mr. Jona Kangumbe
Head: Procurement Management Unit

02/03/2026

KAVANGO EAST REGIONAL COUNCIL
Procurement Management Unit
HEAD
02 MAR 2026
PRIVATE BAG 2124, RUNDU

SECTION I: INSTRUCTIONS TO BIDDERS

1. **Rights of Public Entity**

   The Kavango East Regional Council reserves the right:

   (a) To split the contract as per the lowest evaluated cost per item, or

   (b) To accept or reject any quotation; and

   (c) To cancel the quotation process and reject all quotations at any time prior to contract award.

   (d) Section 66 (2b) (a) of the Public procurement Amendment Act of 2022 will apply

2. **Preparation of Quotations**

   You are requested to quote for the items mentioned in Section III by completing, signing and returning:

   (a) the Quotation Letter is Section II with its annex for Bid Securing Declaration, where applicable;
   (b) The List of Goods and Price Schedule Section III;
   (c) the Price Activity Schedule in Section IV;
   (d) The Specifications and Compliance Sheet in Section V; and
   (e) Any other attachment deemed appropriate.

   You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. **Validity of Quotations**

   One Hundred and Eighty (180) days from the date of the bid submission deadline.

4. **Eligibility Criteria**

   To be eligible to participate in this Quotation exercise, you should:

   (a) **Have a valid Company Registration Certificate/Founding Statement**
   (b) **Have a valid original or certified copy of good Standing Tax Certificate**
   (c) **Have a valid or certified copy of good Standing Social Security Certificate**
   (d) **Submit signed Bid Securing Declaration**
   (e) **Have a valid certified copy of SME Certificate indicating SME Status**
   (f) **Certified copy of the National Identity Document for the company owner (s)**

5. **Delivery**

   Delivery shall be *30 Days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall be considered if such deviation is reasonable*.

   5.1. The following tests and inspections will be conducted on the goods at delivery:

   - Verification of quantity and Quality

6. **Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

7. **Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at *Kavango East Regional Council* not later than ***16 March 2026, @ 11:00 am***. Quotations by post or hand delivered should reach ***Kavango East Regional Council, Office No.11*** by the same date and time at latest.

8. **Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

9. **Evaluation of Quotations**

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10. **Technical Compliance**

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

11. **Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

12. **Margin of Preference**

12.1. The applicable margins of preference and their application methodology are as follows:

Not applicable

12.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

Not applicable

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

SECTION II: QUOTATION LETTER

(To be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. ***If your quotation is not authorised, it will be rejected.****]*

Quotation addressed to: *[name of Public Entity]*	
Procurement Reference Number:	***G/RFQ/KERC-MICT/022/09/2025/2026***
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of the Quotation is _____ days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchase Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

Appendix to Quotation Letter

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date: .....
[Day|month|year

Procurement Ref No.: .....

To: Kavango East Regional Council

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

(a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**

(b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**

(c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**

(d) **Failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/we are* not the successful Bidder

Signed: .....
[*Insert signature of person whose name and capacity are shown*]

Capacity of:
[Indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: .....
[Insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [*Insert date of signing]*

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]
delete if not applicable / appropriate

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Procurement of Stationaries

Procurement Ref No. ***G/RFQ/KERC-MICT/022/09/2025/2026***

INSTRUCTIONS TO THE PUBLIC ENTITY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.	Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page

A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	Red Bic Pens	1 box (60)	Each						
2.	Bic Black Pens	1	Box						
3.	Wing Gel-Black pens	100	Each						
4.	Sticky Notes	20	each						
5.	Pilot BL-G2-B black pen	20	pack						
6.	Cello-tape big	5 rolls	Rolls						
7.	Undated Dairy A3	10	Each						
8.	White Board Marker assorted (not permanent)	20	Each						
9.	Mondi Rotatrim copy paper 5 rims per box	10	Boxes						
10.	Coffee mugs (branded with MICT logo)	10	Each						
11.	Water Bottles	10	Each						
12.	Key Holders(Branded with MICT logo)	10	Each						
13.	Highlighters assorted	10 each	Each						
14.	USB/Memory Sticks 32GB	10	Each						
15.	Bantex file/Treeline File	20	Each						
16.	Cable Tie Rods	100 in pack	Pack						
17.	Pencil HB	10	Each						
18.	Rulers Standard 30cm	10	Each						
19.	Erasers	20	Each						
20.	Punchers	8	Each						

21.	Suspension Files A4	20	Each						
22.	Arch Files A4	20	Each						
23.	Mouse pad	20	Each						
24.	Staplers	15	Each						
25.	Scissors (Medium size)	20	Each						
26.	Hard Cover Books feint & margin 198 pages	20	Each						
27.	White colour Board A4 (White) 100 sheets per pack	5	Packs						
28.	File dividers (Butterfly DIVIDERS PVC A-Z Div16 140mic (FIL047) A4	1	Packs						
29.	File divider (Unnumbered)	5	Packs						
30.	Paper Trays	15	Each						
31.	Clip Boards A4	8	Each						
					TOTAL				
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: …….. Exchange Rate: ……

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[The Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: ***G/RFQ/KERC-MICT/022/09/2025/2026***

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1	Red Bic Pens		
2	Bic Black Pens		
3	Sticky Notes		
4	Pilot BL-G2-B black pen		
5	Cello-tape big		
6	Undated Dairy A3		
7	White Board Marker assorted (not permanent)		
8	Note Book 72p 102x76mm wire bound 20 w473		
9	Mondi Rotatrim copy paper 5 rims per box		
10	Highlighters assorted		
11	USB/Memory Sticks 32GB		
12	Bantex file/Treeline File		
13	Cable Tie Rods		
14	Pencil HB		

15	Rulers Standard 30cm		
16	Erasers		
17	Hard Cover Books feint & margin 198 pages		
18	Premium Colour Board A4 (Yellow) 100 sheets per pack		
19	White colour Board A4 (White) 100 sheets per pack		
20	File dividers (Butterfly DIVIDERS PVC A-Z Div16 140mic (FIL047) A4		
21	File divider (Unnumbered)		
22	Coffee Mugs		
23	Scissors (Medium size)		
24	Punchers (Carl) no. 100XL		
25	Mouse pads		
26	Stapler (Parrot products)		
27	Paper Trays		
28	Clip Boards		
29	Water Bottles		
30	Suspension Files A4		
31	Arch Files A4		

[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

**** Columns A and B to be completed by Public Entity.***

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: *G/RFQ/KERC-MICT/022/09/2025/2026*

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*